

CANCON JOINT ACTION

DEVELOPMENT OF A EUROPEAN
GUIDE FOR QUALITY
IMPROVEMENT IN
COMPREHENSIVE CANCER
CONTROL

CANCON FINANCIAL PROCEDURES



Co-funded by
the Health Programme
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1. CANCON BUDGET

Expenditures	
Direct eligible costs	
E1. Staff	4.157.560,00
a. Staff public officials	1.345.519,00
b. Staff non-public officials	2.812.041,00
E2. Travel costs and Subsistence allowances	539.662,00
E3. Equipment	18.400,00
E4. Consumables and supplies	0,00
E5. Subcontracting costs	412.142,00
E6. Other costs	479.711,00
	5.607.475,00
Indirect eligible costs	
E7 Overheads:	392.510,00
Total indirect eligible costs	392.510,00
Total - Expenditures	5.999.985,00
Incomes	
I1. Commission funding	2.999.984,00
I2. Contribution pertaining to public officials	1.345.519,00
I3. Applicant's financial contribution	1.494.688,00
I4. Income generated by the project	0,00
Other external resources	159.794,00
Total - Incomes	5.999.985,00
I1. Commission funding %	50,00%

2. BUDGET STRUCTURE

Direct Costs

1. Staff
2. Travel Costs and subsistence allowances
3. Equipment
4. Consumables and supplies linked to the project
5. Subcontracting costs
6. Other costs

Indirect Costs

7. Overheads – flat rate of 7% of total direct costs

3. Financial Rules

Principles of grant

- **Co-funding rule:** external co-financing from a source other than EC funds is required (own resources or financial contributions from third parties, project income)
- **Non-profit rule:** the grant may not have the purpose or effect of producing a profit for the beneficiary
- **Non-retroactivity rule:** only costs incurred after the starting date stipulated in the grant agreement can be co-funded
- **Non-cumulative rule:** only one grant can be awarded for a specific action carried out by a given beneficiary

Eligible costs are:

- They are incurred during the duration of the action (exception of costs relating to the request for payment of the balance and the corresponding supporting documents)
- They are indicated in the estimated budget
- They are incurred in connection with the action as described in Annex 1 and are necessary for its implementation
- They are identifiable and verifiable, in particular being recorded in the accounting records of a beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and with the usual cost accounting practices of the beneficiary
- They comply with the requirements of applicable tax and social legislation
- They are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency

Non-eligible costs are:

- Return on capital

- Debt and debt service charges
- Provisions for losses or debts
- Interest owed
- Doubtful debts
- Exchange losses
- Costs of transfers from the Executive Agency charged by the bank of a beneficiary
- Contributions in kind
- Excessive or reckless expenditure
- Deductible VAT

E1. Staff Costs

Staff = employment contract with one of the partners

- The cost of staff means the proportion of costs incurred by the organisation in direct relationship to the time spent by its staff working for the joint action
 - Cost claimed: salary + social security + statutory charges
 - Costs cannot be claimed: bonus, overheads allocated to staff cost
- There is a distinction between costs for public officials, under E1a, and costs for non-public officials under E1b:
 - A public official is defined as follows:
An official of a public body who is directly remunerated by the budget of the State or a local authority and his/her work concerns the implementation of tasks typically evolved to public institutions.
- Experts (external to the partners organisation), who work on the joint action and are fully paid by the partners on the basis of an invoice shall be considered as a subcontracting cost and not as a staff cost.

Staff costs refer to the actual gross salary costs for the employer. They typically include security charges and other statutory costs included in the employment contract. Exceptional bonuses (e.g., rewards given to employees for achievements) or dividends are not eligible.

Non-public officials = other staff, employed by the beneficiary under a standard employment contract.

Consultants, self-employed and experts paid based on an invoice should be declared under Subcontracting.

⇒ The daily rates for staff can be calculated as follows:

Daily rates = Yearly staff costs / Productive Days

Yearly staff costs = Real gross pay of the employee (*)
(+) PLUS any other verifiable cost of social allowance granted by the employer.

(*) including the social security costs and the pension charge paid by the employer.

Productive Days = Total days per year: 365 days
(-) MINUS total number of weekend days over the year: 52x2=104 days;
(-) MINUS total number of holidays allowed in the organisation (A);
(-) MINUS total number of public holidays in the year (B);
(-) MINUS days spent dealing with non productive tasks such as training (C);
(-) MINUS days corresponding to a usual absenteeism rate in the organisation (D)
= 365 – 104 – (A) – (B) – (C) – (D).

⇒ In principle the maximum numbers of productive days cannot exceed 220 days per year and per staff.

Time Sheets

Templates for time sheets are set by the EC. Main Partner will provide all Associated partners with templates for each year of the Action.

Time sheets need to be filled in signed by the member of the staff reporting and the person responsible for the JA within the organization.

E2. Travel Costs and Subsistence Allowances

- Only travel costs and subsistence allowances for own staff employed by the partners must be taken into account in this category.
- Travel/subsistence costs for staff not employed by the partners should be reported under:
 - **E5. Subcontracting** when this staff belongs to sub-contractors (in addition of fees/remuneration which are in principle already foreseen for sub-contractors)
 - **E6. Other Costs** in other cases: for collaborating partners, external invited experts

Subsistence = accommodation + daily subsistence allowance

- 1.5 day meeting = 1 day at hotel + 1.5 or 2 x daily allowance

- According to EC rules the **travel expenses** are eligible under the following conditions:
 - The most economic mean of transport and the most direct route
 - The distance must be of at least 100 km between the place of the meeting and the normal place of work (headquarter of the partners in principle)

Important: Only travels done by staff listed under "E1. Staff" can be reported in these categories. Otherwise please see "E6. Other costs" category.

Requirement of competitive tenders with relevant supporting documentation.

Internal rules have precedence before the EC rules. If an organisation does not have own rules, EC rules apply.

NOTE to save all the boarding passes, airplane/train invoices, hotel invoices, local travel invoices etc. These are all supporting documents, and need to be submitted to the coordinator as a supporting document of the interim and final report.

EC Rules for Travel and Subsistence

If such internal rules do not exist in the partners' organisation, he may use the EC approved scales as presented below:

EC rules can be found in a Guide for applicants JA 2013, page 49, 50.

The EC rules as regards **subsistence costs** are based on flat-rate subsistence allowances. They cover all subsistence expenses during missions, including hotels, restaurants and local transport (taxis and/or public transport). They apply in respect of each day of a mission at a minimum distance of 100 km from the normal place of work. The subsistence allowance varies depending on the country in which the mission is carried out.

Destination	Daily subs	Hotel	Total
Austria	95	130	225
Belgium	92	140	232
Bulgaria	58	169	227
Cyprus	93	145	238
Czech Republic	75	155	230
Denmark	120	150	270
Estonia	71	110	181
Finland	104	140	244
France	95	150	245
Germany	93	115	208
Greece	82	140	222
Hungary	72	150	222
Ireland	104	150	254
Italy	95	135	230
Latvia	66	145	211
Lithuania	68	115	183
Luxembourg	92	145	237
Malta	90	115	205
Netherlands	93	170	263
Poland	72	145	217
Portugal	84	120	204
Romania	52	170	222
Slovakia	80	125	205
Slovenia	70	110	180
Spain	87	125	212
Sweden	97	160	257
United Kingdom	101	175	276

The above daily rates correspond to the sum of the daily allowance and the maximum hotel price (as set out in Article 13 of Annex VII of the Staff Regulations⁵): Missions in countries other than EU 27, Acceding and Applicant countries and EFTA-EEA countries shall be subject to the prior agreement of the Executive Agency. This agreement shall be related to the objectives of the mission, its costs and the reasons therefore. For these other countries not referred to above, the daily rates will correspond to the sum of the daily allowance and the maximum hotel price set out in Commission Decision C(2008) 6215.6

E3. Equipment

Specific equipment (software, PC, laptop, fee for licence, etc.) necessary to the action

Equipment is registered as an "asset" in the books of the organisation, rental fees for equipment (e.g. for a conference) is under Other cost

- Only the portion of the equipment's depreciation corresponding to the duration of the joint action and the rate of actual use for the purposes of the joint action (% allocation to the joint action) may be taken into account by the EAHC.
- Common software should be covered by the flat-rate in "E7. Overheads".
- The internal rules of the partners have precedence in matter of depreciation of equipment.

The depreciation period is the one that is set out in the beneficiary's internal rules. When there are no internal depreciation rules, beneficiaries should apply the depreciation period generally accepted for items of the same kind.

As a rule only the portion of equipment's depreciation corresponding to the duration of the action can be charged as direct cost.

Internal rules have precedence before the EC rules. If an organisation does not have own rules, EC rules apply.

E4. Consumables and Supplies

These costs should normally appear in "E7. Overheads".

Provided that they are identifiable as specific costs directly linked to performance of the joint action and booked into the partners' accounting system, they can appear under this category

The costs reported under "E4. Consumables and Supplies" should have a direct link with the project. This is normally ensured by having an invoice with a reference to the project. The report should contain a detailed list of items purchased for the project.

No such cost is planned for the CANCON.

E5. Subcontracting

"Subcontracting costs" refer to the implementation of specific tasks being the part of the action as described in the technical annex, by a third party to which a procurement contract has been awarded. These costs are eligible provided that the conditions laid down in the grant agreement, articles referring to subcontracting (Art. II.10), are met. The use of subcontracting if project is under way shall be subject to prior approval by the Executive Agency.

- **The partners shall retain sole responsibility for carrying out the joint action and for compliance with the provisions of the grant agreement.**
- **The partners must undertake to make the necessary arrangements to ensure that the contractor waives all rights in respect of the CHAFEA under the grant agreement.**

Contracts awarded to cover the execution of a limited part of the joint action (40% of the total direct cost as a general rule).

- Service contract
- Invoice (including travel & subsistence, if necessary)

Subcontracting Agreement must include:

- Full name of the JA and Grant agreement number
- Name of subcontractor
- Description of tasks subcontracted
- Total amount of invoice(s)

Requirement of competitive tenders with relevant supporting documentation. If there are no rules of public procurement within the organisation, EC rules are to be followed. Guide page 55, 56.

The EU Thresholds:

Estimated value of the subcontract	Minimum of bids to be consulted for the competitive tenders (recommendation)
$x > 60.000 \text{ €}$	More than 5 bids
$15.000 \text{ €} < x < 60.000$	At least 3 bids
$x < 15.000$	1 bid

E6. Other Costs

"Other costs" are costs which arise directly from requirements imposed by the grant agreement. They also include costs of financial services (especially financial guarantees and audits if required by the grant agreement)

Other exceptional additional costs not falling within any of the other categories may be charged, provided that they are directly related to the JA, can be clearly identified and justified by the accounting rules and principles of the partners and satisfy the criteria of direct eligible costs.

Examples of other costs:

- dissemination of information, specific evaluation of the joint action,

- organisation of meetings, conferences and workshops,
- audits, translations, reproduction,
- travels costs and subsistence allowances for collaborating partners or for external invited experts.
- Conference fees

It is important to note that the costs reported under the "E6. Other Costs" category should have a direct link with the project. This means that the concerned **invoices should relate to specific costs identifiable and directly connected to the performance of the action, knowing the project.**

If this is not the case, the cost item should be considered as "E7. Overheads", being cost which are not identifiable as specific costs directly linked to the action, but which can be identified and justified by the beneficiary using his accounting system.

In order to claim cost for organizing events it is mandatory to submit participants lists with signatures for each meeting organized.

Reimbursements:

Please note that the correct procedure is that each person pays for their own ticket/hotel. After receipt of all the original documents (boarding passes, original bills), you can reimburse them for the costs incurred.

A staff member of an Associated Partner of the JA cannot be reimbursed by another Associated Part.

E7. Overheads

Overheads comprise costs connected with infrastructures and the general operation of the organisation - structural and support costs of an administrative, technical and logistical nature for the activities (operation) of the beneficiary's entity, of which the grant project is only one specific action.

- Fixed at **a maximum of 7%** of the total eligible direct costs
- They do not need to be supported by accounting documents

The overhead is based on a fixed percentage of the total eligible costs indicated in Article I.4.2 of the Grant Agreement.

Exchange rates

Note: different to previous JA. Rules applicable for JA from 1.1.2013.

Any conversion into euro of costs incurred in other currencies shall be made by the beneficiaries at the monthly accounting rate established by the Commission and published on the website

1. SUPPORTING DOCUMENTS

We kindly remind you that **the following supporting documents need to be provided with the interim and final reports:**

- Time sheets;
- Invoices related to Travel costs;
- Invoices related to Subsistence allowances;
- Invoices related to Consumables and supplies directly linked to the project;
- Invoices related to Other costs.
- Prior approval given by Project Officer for travels outside EU and Candidate Countries.
- Invoices related to Equipment
- Invoices related to Subcontracting costs
- Relevant documentation related to "Income generated", "External resources" and "Other current funding applications" (if any)

Additionally:

If you organize a meeting, please note to have presence lists signed from all the attendees for each meeting organized.

Supporting documents

- All activities of the action shall fall within the duration of the Joint Action, by this is meant
 - Events meetings
 - Delivery of equipment, consumables, services etc.
 - +2 months: activities directly linked to preparation of the report

Supporting documents

- Date of invoice and payment may be outside the duration
 - **Prior the duration**, equipment purchased upfront for the needs of the project, and costs refereeing to the organisation and attendance of the kick-off meeting
 - **After the duration** like already mentioned (e.g. service contracts, activities related to preparation of the report

Supporting documents

- It is important to obtain and store all of other supporting documents, like:
 - Contracts, purchase orders, acknowledgments of receipt / delivery
 - The amount of cost item must be accurately established from these documents

4. Income, Funding Sources

Given the complementary and motivational nature of Joint Actions, a common action of EC and Member states called Joint Action is/are financed under shared cost principle. **For the CANCON JA a 50% EC funding is granted.**

Total Income (Sources of funding)	Total Eligible Cost
Cost of public official Third party sponsorship Project income	1. Staff 2. Travel & Subsistence 3. Equipment
Own contribution EC contribution	4. Consumables 5. Subcontracting 6. Other Costs 7. Overheads

- **Co-funding from the EC budget:** Financial contribution granted by European Union.
- **Contribution pertaining to public officials** = considered as contribution from the Member States
- **Applicant's financial contribution:** Own financial contribution provided by main or each associated applicants.
- **Income generated by the project:** Revenues linked to or generated by the action itself (e.g. admission fee to a conference, sale of publications, etc.)
- **Other external resources:** Other grants allocated at international / European / national / regional / or local level and/or financial transfers received from donors/sponsor.

1. GENERAL INFORMATION ON REPORTING

During the period of the action there will be two types of reports:

- Reports submitted to CHAFEA:
 - Interim report, M 1-12, M 13-24
 - Final report M 1 -36
- Internal reports:
 - Internal Interim Reports M 1-6, M 13-18, M 25-31

2. TIMELINES FOR REPORTING

Dates:

1. Covering the period **from 24. February 2014 to 23. August 2014** and it will be send to the coordinator no later than **23 September 2014**;
2. Covering the period **from 24. August 2014 to 23. February 2015** and it will be send to the coordinator no later than **23 March 2015**;
3. Covering the period **from 24. February 2015 to 23. August 2015** and it will be send to the coordinator no later than **23 September 2015**;
4. Covering the period **from 24. July 2014 to 23. February 2014** and it will be send to the coordinator and no later than **23 March 2016**;

5. Covering the period **from 24. February 2016 to 23. August 2016** and it will be send to the coordinator no later than **23 September 2016**;
6. The Final Report covering the period **from 24. August to 23. February 2017**, no later than **23. March 2017**.

Interim Reports (12 months) and all supporting documents must be sent to the Executive Agency by the coordinator, All parties will send their interim report with supporting documents no later than 23. March 2015.

The **Final Report** will cover the 36 months of the action:

The parties should respect the following rules:

- Their final financial report must follow the same structure as the estimated budget in Annex II of Grant Agreement;
- The beneficiary shall certify on his honour that information contained in requests for payments is full, reliable and true. He shall also certify that the costs incurred can be considered eligible in accordance with the grant agreement and that payment requests are substantiated by adequate supporting documents that can be checked (Article 207 paragraph 2 of the Rules of Application);
- The payment request (dated and signed) must be submitted together with the technical report.

The Coordinator will provide a template for the reports, which will be sent to the Parties. The template for interim report and final report will be based on the structure of the estimated budget of the Grant Agreement.

3. PAYMENTS

The EC financial contribution to the Action shall be distributed to the Parties by the Coordinator according to the Budget as included in the Grant Agreement (Annex II – global budget/expenditures).

Upon entry into force of the Agreement, a pre-financing payment of EUR **899.995,20** (30% of the maximum amount) shall be paid to the Coordinator.

A first further pre-financing payment of EUR **599.996,80** (20% of the maximum amount) shall be paid to the Coordinator, subject to having used at least 70% of the previous pre-financing instalment paid.

A second further pre-financing payment of EUR **599.996,80** (20% of the maximum amount) shall be paid to the Coordinator, subject to having used at least 70% of the previous pre-financing instalment paid.

4. TIME LIMIT FOR PAYMENTS

Following the entry into force of the Agreement, the time limit for the Executive Agency to pay the pre-financing payment to the Coordinator is 30 days.

Following the receipt of the respective documents, in line with Article II.24.2, the time limit for the Executive Agency to pay the further pre-financing payment(s) to the Coordinator is 60 days.

After the above time limits, the Coordinator has 45 days to transfer to each Party the amounts corresponding to their participation.

5. REPORTING PER INCOMES CATEGORY

It is important to ensure that all incomes are declared in the financial report. The income may appear as receipts of the project or as third party funding. The third party funding could be, for instance, state aid. Normally this would have been already foreseen in the contract at signature stage.

Supporting documents to be annexed:

- Interim Reports

Copy of bank statements or any other documents supporting the amount(s) reported under "Income generated by the project" (I4) - Copy of bank statements or any other documents supporting the amount(s) reported under "Other external resources" (I5) - Copy of bank statements or any other documents supporting the amount(s) reported under "Other current funding applications" (I6)

- Final Report

Copy of bank statements or any other documents supporting the amount(s) reported under "Income generated by the project" (I4) - Copy of bank statements or any other documents supporting the amount(s) reported under "Other external resources" (I5) - Copy of bank statements or any other documents supporting the amount(s) reported under "Other current funding applications" (I6)

Contribution pertaining to national officials under (I2) must be the same amount as under E1.b - Explanations/justifications related to "Income generated by the project" (I4) needs to be provided

6. Changes to the budget

Beneficiaries are allowed to adjust the estimated budget set out in the initial budget by transfers between the different budget categories.

If a change would lead to change the EC contribution of any partner, an amendment is mandatory.

7. Reporting Platform

A reporting platform is going to be set up where all the reporting will be conducted. All associated partners will have the access to it.

Instruction will be prepared later.

The programs characteristics are, simple data input, simple and correct transfer of data, less room for error, easy accessible at any time and location, many levels of monitoring of data.

EFAMT Screenshot no.1

Timesheets - Mozilla Firefox

app.efamt.eu/efamt3/Timesheets.aspx

Margaret Smith (log out) About cookies Help

Project: DEMO 6fp
Partner: 1 DEMO COORDINATOR

Click here to select the desired project or partner.

Show per day Show for all projects

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC < 2012 2013 2014 >

Select staff: Margaret Smith

Select	WorkDate	Day	Acronym	WorkPackage	Task	Work Time	Unit	Description	Eligible	ValidFrom
<input checked="" type="checkbox"/>	5.3.2014	sre	DEMO 6fp	06		8,00	h		<input checked="" type="checkbox"/>	7.3.2014
<input checked="" type="checkbox"/>	4.3.2014	tor	DEMO 6fp	06		8,00	h		<input checked="" type="checkbox"/>	7.3.2014
<input checked="" type="checkbox"/>	3.3.2014	pon	DEMO 6fp	06		8,00	h		<input checked="" type="checkbox"/>	7.3.2014

Total: 24,00 h

Work Date: 5.3.2014 (today)
Project: DEMO 6fp
Workpackage: 06: WP06 research of new model
Task: (choose one)
Work Time:
Unit: Hour
Eligible:

Description:

Add New Save Cancel Delete

EFAMT Screenshot no.2

Invoices - Mozilla Firefox

app.efamt.eu/efamt3/Invoice.aspx

Margaret Smith (log out)

Project title: DEMO 6fp
Partner: DEMO COORDINATOR

Month: Year: All Duration: Reporting Periods: 1

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC < 2012 2013 2014 >

Select Project: DEMO 6fp Select Cost Category: All cost categories

Select	Date of Cost	Cost Category	WP	Task	Document	File	Description	Amount	VAT	Currency	Eligible	Fully Paid
<input checked="" type="checkbox"/>	5.1.2014	TRAVEL	01		Številko potnega naloga		Dunaj konferenca	500,00		EUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	9.1.2014	TRAVEL	01		Potni nalog št. 465	F: 2014/First	WP1 - Project meeting I. Travel Ljubljana - Viena - Ljubljana Robertina Ojeka	500,00		EUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>

TOTAL (in EUR): 1.000,00 0,00

General Cost Information Detailed Cost Information Order Details Delivery Details Invoice Details

Project: DEMO 6fp Cost Category: All cost categories Work Package: (choose one) Task:

Cost Date: or Planned Date of Cost: Mark current invoice as paid

Description:

Document:

Document File:

Quantity: Unit: Price Per Unit: EUR VAT Per Unit: Eligible

Add New Save Cancel Delete

GUIDELINES

- Please see the Guide for Applicants for Joint Action, Call for Proposals 2013

http://ec.europa.eu/eahc/documents/health/calls/2013/2013_GUIDE_Joint_Actions.pdf

- CANCON Grant Agreement (GA Number 2013 2203)

- Useful links

<http://ec.europa.eu/eahc/health/faq.html>

<http://ec.europa.eu/eahc/index.html>

http://ec.europa.eu/health/index_en.htm

Communication

For all communication regarding CANCON finances, an email account will be set up:

finance.cancon@nijz.si

ANNEXES

CANCON Time Sheet template:

Kliknite, če želite dodati glavo

Organisation	National Institute for Public Health				Project:	CANCON (Joint Action)		
					Year:	2014		
					Month:	February		
					Name of the staff:			
Week 1	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i> 1.2.2014	<i>Sunday</i> 2.2.2014	<i>Total</i>
								0
Week 2	<i>Monday</i> 3.2.2014	<i>Tuesday</i> 4.2.2014	<i>Wednesday</i> 5.2.2014	<i>Thursday</i> 6.2.2014	<i>Friday</i> 7.2.2014	<i>Saturday</i> 8.2.2014	<i>Sunday</i> 9.2.2014	<i>Total</i>
								0
Week 3	<i>Monday</i> 10.2.2014	<i>Tuesday</i> 11.2.2014	<i>Wednesday</i> 12.2.2014	<i>Thursday</i> 13.2.2014	<i>Friday</i> 14.2.2014	<i>Saturday</i> 15.2.2014	<i>Sunday</i> 16.2.2014	<i>Total</i>
								0
Week 4	<i>Monday</i> 17.2.2014	<i>Tuesday</i> 18.2.2014	<i>Wednesday</i> 19.2.2014	<i>Thursday</i> 20.2.2014	<i>Friday</i> 21.2.2014	<i>Saturday</i> 22.2.2014	<i>Sunday</i> 23.2.2014	<i>Total</i>
								0
Week 5	<i>Monday</i> 24.2.2014	<i>Tuesday</i> 25.2.2014	<i>Wednesday</i> 26.2.2014	<i>Thursday</i> 27.2.2014	<i>Friday</i> 28.2.2014	<i>Saturday</i>	<i>Sunday</i>	<i>Total</i>
								0
Grand Total								0
	Date	Signature of the staff			Date	Signature of the responsible		
Instructions:								
To fill in from the first day of the month								
The value to fill in per day is a proportion of a full day work starting from 0 to maximum 1(ex: 0.2 for one fifth of a day work. If you work 7.5 hours a day on average, this 0.2 proportion represents 1.5 hour.)								

Template no. 3:

TEMPLATE no. 3

Expenditures		Main Beneficiary	Associated beneficiary	Associated beneficiary	Associated beneficiary	Associated beneficiary	Associated beneficiary	Associated beneficiary	Associated beneficiary
		Partner Acronym 1	Partner Acronym 2	Partner Acronym 3	Partner Acronym 4	Partner Acronym 5	Partner Acronym 6	Partner Acronym 7	Partner Acronym 8
Direct eligible costs	TOTAL								
E1. Staff	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
<i>a. Costs pertaining to national officials</i>	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
<i>b. Costs not pertaining to national officials</i>	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
E2. Travel costs and subsistence allowances	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
E3. Equipment	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
E4. Consumables & supplies directly linked to the project	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
E5. Subcontracting costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
E6. Other costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total direct eligible costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
E7. Overheads	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total - Expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
% of Overheads	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Incomes									
I1. Commission funding	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
I2. Contribution pertaining to public officials	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
I3. Applicant's financial contribution	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
I4. Income generated by the project	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
I5. Other external resources	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
I6. Other current funding applications	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total - Income	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
% of Commission funding	0,00%								

I, the undersigned, being the coordinator of the above mentioned project, declare that the information provided in this statement is true.

Name of signatory: _____

Date: _____

Function of signatory: _____

Signature (+ Stamp):

Organisation: _____

Template no. 4:

TEMPLATE no. 4

E1. Staff											
a. Costs pertaining to public officials											
Acronym of beneficiary organisation	Country Code	Name of person	Function/Category	A Number of days worked for the project	B Daily Rate (€)	A x B Cost (€)					
XXXX	XX	Xxxx Xxxx	Xxxx	0,00	0,00	0,00					
XXXX	XX	Xxxx Xxxx	Xxxx	0,00	0,00	0,00					
TOTAL						0,00					
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">No. of Supporting document</td> <td style="width: 50%; text-align: center;">Reserved to EABC</td> </tr> <tr> <td>Upon request only</td> <td></td> </tr> </table>								No. of Supporting document	Reserved to EABC	Upon request only	
No. of Supporting document	Reserved to EABC										
Upon request only											
b. Costs not pertaining to public officials											
Acronym of beneficiary organisation	Country Code	Name of person	Function/Category	A Number of days worked for the project	B Daily Rate (€)	A x B Cost (€)					
XXXX	XX	Xxxx Xxxx	Xxxx	0,00	0,00	0,00					
XXXX	XX	Xxxx Xxxx	Xxxx	0,00	0,00	0,00					
TOTAL						0,00					
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Prior approval for travel outside EU</td> <td style="width: 50%;"></td> </tr> <tr> <td>Upon request only</td> <td></td> </tr> </table>								Prior approval for travel outside EU		Upon request only	
Prior approval for travel outside EU											
Upon request only											
E2. Travels Costs and subsistences Allowances											
a. Travel Costs											
Acronym of beneficiary organisation	Country Code	Name of the person travelling	Purpose and dates of the travel	Means of transports	Place of departure (City, Country)	Destination (City, Country)	Cost (€)				
XXXX	XX	Xxxx Xxxx	Xxxx (dd/mm/yy)	Xxxx	Xxxx, Xxxx	Xxxx, Xxxx	0,00				
XXXX	XX	Xxxx Xxxx	Xxxx (dd/mm/yy)	Xxxx	Xxxx, Xxxx	Xxxx, Xxxx	0,00				
TOTAL						0,00					
b. Subsistence Allowances											
Acronym of beneficiary organisation	Country Code	Name of the person travelling	Purpose and dates of the travel	Destination (City, Country)	A Number of days	B Cost of the daily allowance	A x B Cost (€)				
XXXX	XX	Xxxx Xxxx	Xxxx (dd/mm/yy)	Xxxx, Xxxx	0,00	Xxxx	0,00				
XXXX	XX	Xxxx Xxxx	Xxxx (dd/mm/yy)	Xxxx, Xxxx	0,00	Xxxx	0,00				
TOTAL						0,00					
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Invoice no. XX</td> <td style="width: 50%;"></td> </tr> <tr> <td>Invoice no. XX</td> <td></td> </tr> </table>								Invoice no. XX		Invoice no. XX	
Invoice no. XX											
Invoice no. XX											
E3. Equipment											
Acronym of beneficiary organisation	Country Code	Name of supplier	Description of the equipment	Purchase price (€)	Date of purchase	Depreciation rule 36 or 60 months	Number of months of depreciation	% allocation to project (if not 100%)	Amount of depreciation (€)		
XXXX	XX	Xxxx	Xxxx	0,00	dd/mm/yy	XX	XX	-%	0,00		
XXXX	XX	Xxxx	Xxxx	0,00	dd/mm/yy	XX	XX	-%	0,00		
TOTAL									0,00		
E4. Consumables and supplies											
Acronym of beneficiary organisation	Country Code	Name of supplier	Description of the items	Purchase price (€)							
XXXX	XX	Xxxx	Xxxx	0,00							
XXXX	XX	Xxxx	Xxxx	0,00							
TOTAL				0,00							
E5. Subcontracting											
Acronym of beneficiary organisation	Country Code	Name of subcontractor	Description of the tasks	Amount of invoices (€)							
XXXX	XX	Xxxx	Xxxx	0,00							
XXXX	XX	Xxxx	Xxxx	0,00							
TOTAL				0,00							
E6. Other costs											
Acronym of beneficiary organisation	Country Code	Name of supplier	Description of the items	Purchase price (€)							
XXXX	XX	Xxxx	Xxxx	0,00							
XXXX	XX	Xxxx	Xxxx	0,00							
TOTAL				0,00							

Supporting documents for reporting

	Supporting documents
Staff costs	Original time-sheets
	May be requested later: payslip, calculation of daily rate
Travel costs	<u>Original train or plane ticket invoice, boarding passes</u>
Subsistence costs	Original hotel invoice, taxi, metro invoice, etc.
Equipment costs	Original invoice, calculation of equipment depreciation
Consumables & supplies costs	Original invoice
Subcontracting costs	Original contract, original invoice
Other costs	Original bill, signed participants list